

**BY ORDER OF
THE
COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY
INSTRUCTION 36-111**

15 FEBRUARY 2002

Personnel



**PROCEDURES AND CRITERIA FOR GRADUATE FACULTY
APPOINTMENT, REAPPOINTMENT, ACADEMIC PROMOTION,
TENURE, SALARY STEP ADJUSTMENT, AND MERIT AWARDS**

COMPLIANCE WITH THIS PUBLICATION IS MANADATORY

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This instruction establishes the requirements and procedures for the recruitment, appointment, reappointment, academic promotion, award of tenure, salary step adjustment, and merit awards for civilian faculty members in the Graduate School of Engineering and Management of the Air Force Institute of Technology (AFIT). It contains information needed by commanders, staff, servicing civilian personnel flight and supervisors of civilian employees in positions paid from appropriated funds.

1. General. The academic rank and associated salary scale system for the Institute is authorized by Title 10, United States Code, Section 9314; Air Force Instruction 36-804, *Civilian Faculty Pay Plan for Air University and the USAF Academy*; and AFI 36-804/Air University Supplement 1, *Air University Civilian Faculty Pay Plan Procedures*. Faculty reappointment, promotion and tenure criteria and general procedures, including annual merit-step salary adjustments, and annual merit-bonus awards are contained in the Air Force instruction and the Air University supplement. Internal AFIT procedures for operation under this instruction follow.

2. Responsibilities. Responsibility for civilian faculty reappointment, award of tenure, academic promotion, merit salary adjustment, and award of merit performance bonuses is vested in the Air University Commander. The Institute will establish necessary internal procedures involving faculty governance, academic administration, and necessary support directorates to assure that all appropriate and required personnel system requirements are observed prior to transmission to the 88 SPTG/DPC for implementation.

3. Reappointments, academic promotions, and tenure. General Air University criteria for reappointment, promotion in academic rank, and the award of tenure are contained in AFI 36-

804 and are supplemented by the Air University supplement and the institutional criteria contained herein. Further, supplemental criteria and specific procedures for recommendations for each graduate school are contained in school interpretive guidelines which have been developed by the respective faculty and dean. These establish internal processes for faculty and administration to review and provide recommendations concerning each proposed reappointment, academic rank promotion and award of tenure.

3.1. Each recommendation, along with all intervening recommendations and the recommendation of the school dean, shall be forwarded to the Director of Academic Affairs unless the individual who initiated the proposal elects to withdraw from further consideration. The Director of Academic Affairs, in turn, forwards them to the Commandant. The Commandant's recommendations are then given through AU/CA to the Commander of Air University who is the final authority. The nominal time sequence for promotion recommendations is given in **Attachment 1**.

3.2. The timing for reappointments and tenure recommendations is based on the individual's initial appointment anniversary date. Information will be presented according to the timeline given in **Attachment 2** and in the form outlined in **Attachment 3**. Nonreappointments may be initiated at any time prior to the end of the sixth year of service (but normally no later than the end of the third year of service for individuals who have three or more recent years of relevant experience at another educational institution or as a military faculty member at AFIT). Advance notice of employment termination must be in compliance with AFI 36-804 AU Supplement 1. There should be no further consideration of the appointment status of an individual once notification of termination has been given. Formal official notice of nonreappointment and termination is given in writing by the Director of Academic Affairs.

4. Salary Step Adjustments and Merit Performance Bonuses.

4.1. Allocation to the graduate school shall be made by the AFIT Commandant. Allocations within the schools shall be made in accordance with established school procedures.

4.2. Approximately 10 percent of the total merit steps will be reserved by the Commandant who will distribute them with the advice of the resident school dean and the Director of Academic Affairs to ensure overall Institute equity in performance adjustments and to recognize unusual accomplishment.

4.3. Decisions on promotion in academic rank shall be made prior to the distribution of merit steps and promotion step increases will be awarded from the respective school merit step allocations.

4.4. Individual faculty will be evaluated by department heads following procedures established in AFI 36-804, Attachment 3, *Civilian Faculty Performance Appraisal System*. Each faculty member will develop with his/her department head a performance plan stating expected duties and projected accomplishments for each year. The general format of this plan will be made specific on an individual basis. This plan will be modified or adjusted by mutual agreement if changes in requirements develop or evolve during the performance year. The department head

will be responsible for evaluating each faculty member and, with documented justification, providing merit step recommendations to the dean.

4.5. The dean will review departmental merit step recommendations and, in consultation with school department heads, adjust for school consistency and equity (if necessary). A brief justification will accompany each recommendation for two or more merit steps. The dean may request special step allocations against the Commandant's reserve.

4.6. Annual merit performance bonuses will be granted to the extent that funds are available. The dean will review departmental recommendations and recommend to the Commandant candidates for consideration. Merit bonuses will be established concurrently with merit step determination and approval.

4.7. The nominal time sequence for merit salary adjustments and merit bonuses is given in **Attachment 1**.

5. Academic Ranks for Graduate Faculty. Graduate faculty hold one of four academic ranks. These are Instructor, Assistant Professor, Associate Professor, or Professor.

6. Award of Tenure. Recommendations for the award of tenure are normally not made prior to the end of the sixth year of service (third year of service for individuals who have three or more recent years of relevant experience at another educational institution or as a military faculty member at AFIT. A recommendation for the award of tenure implies the expectation of Continued professional growth of the individual as well as the expectation of continued need for the individual's expertise within the respective school.

MICHAEL L. HEIL, Colonel, USAF
Commandant
Air Force Institute of Technology

Attachments:

1. Nominal Time Sequence - Academic Rank, Merit Salary Adjustments, and Merit Bonuses
2. Faculty Reappointment/Tenure Process

Attachment 1

NOMINAL TIME SEQUENCE ACADEMIC RANK, MERIT SALARY ADJUSTMENTS, AND MERIT BONUSES

A1.1. Academic Rank Promotion:

1 Oct - 14 Mar	Prepare academic rank promotion recommendation package; individual and departmental action.
15 Mar - 14 Apr	School evaluation and recommendation to Commandant.
15 Apr - 1 May	Commandant/Institute-level evaluation and decision.
2 May - 15 May	Commandant recommendations to AU/CC.
16 May - 15 Jun	AU/CA coordination and AU/CC decision.
15 Jul	Commandant announces approved actions.

A1.2. Merit Salary Adjustments:

15 May - 31 May	Commandant issues bonuses, salary adjustment guidelines, and initial school allocations. Dean allocates to departments.
1 Jun - 15 Jun	Department heads evaluate faculty and recommend bonuses and salary adjustments to school dean.
16 Jun - 30 Jun	School dean reviews and adjusts departmental recommendations (as required).
1 Jul - 15 Jul	Commandant/staff review (with adjustments as required) of school recommendations.
16 Jul - 31 Jul	Summary of Commandant's decisions to AU/CC.
1 Aug - 30 Aug	AU/CA coordination and AU/CC review of Commandant's decisions.
1 Oct	Salary adjustments and promotions effective on the first day of the first pay period beginning in October.

Attachment 2**CIVILIAN FACULTY
REAPPOINTMENT/TENURE PROCESS**

NOTE: T = Not to exceed date of current temporary appointment

T - 150 days	Prepare and process reappointment or tenure package IAW school guidelines.
T - 105	School evaluation and recommendation to AFIT/MSC.
T - 90	Staff review and recommendation to Air University Provost for coordination.
T - 75	Commandant decision to school dean.
T - 60	Department head prepares SF 52, Request for Personnel Action, for dean's signature and transmission to AFIT/MSC.
T - 45	SF 52, Request for Personnel Action, to Civilian Personnel Division.
T+1	Effective date of reappointment or tenure.
